

Washington Metropolitan Area District Office

Offer Letters Procedures

This location details the procedures to be used by Procuring Activities when submitting Offer Letters.

Please review the links below and submit your request via email (dcofferletters@sba.gov); fax (202) 481-0398; or mail (**Washington, DC District Office**, 740 15th Street NW, 3rd Floor, Washington, D.C. 20005-3544).

Email and fax transmittals will received faster processing as they are automatically routed to our processing cue. Offering Letters should not be provided to the 8(a) firm to deliver to the SBA, as this is a government agency to government agency transaction. As such, Offer Letters will not be accepted from the 8(a) firms.

Our intent is to respond to all MOU Requirements within the 5 working day from receipt, other than Simplified Acquisitions which have a 2 working day turnaround.

SBA will respond to an Offering Letter in the affirmative by sending out an Acceptance Letter. Should you require additional assistance, you may contact [Loretta Taylor](#), [Eugene Sawney](#) or [Randall Nossaman](#).

- [FAR Citation](#)
- [CFR Citation](#)